

Core Curriculum and Expansion Committee
Pinal-Gila Council for Senior Citizens, Casa Grande
July 25, 2007

Minutes

1. Lynn Larson called the meeting to order and thanked Olivia Guerrero for hosting the meeting.
2. The minutes from April 12, 2007, were approved.
3. Lynn Larson gave the following report from the meeting of the Interagency Council on Long-Term Care.
 - a. Alan Schafer was named the chair of the Curriculum Committee as representative of the Interagency Council.
 - b. The Interagency Council has requested that the Committee provide feedback regarding a new name, committee membership, and a work plan.
 - c. The Interagency Council endorsed the formation of the subcommittees as recommended in the report from the strategic planning meeting held May 24, 2007.
4. Discussion and Recommendation of Committee Structure
 - a. Direct Care Workforce Committee is recommended as the new name of this committee. This name would reflect a broader scope; however, the committee should continue to be guided by the recommendations and findings presented in the report by the Citizens Workgroup on Long-Term Care.
 - b. The topic of membership was raised and tabled until the next meeting. The suggestion to limit membership to twelve individuals, who would represent consumers, non-profit and for-profit providers, urban and rural areas, met with lively discussion. Most Committee members present felt that membership should continue to be open to individuals who have been active in the past. Several comments were made to indicate that all interested individuals should be allowed to participate in order to retain diversity, especially with the Committee broadening its scope. The suggestion to have providers represented by professional associations was discussed but did not lead to a recommendation. Not all providers are members of such organizations, and representatives of associations would be new to the Committee and potentially result in new directions and delays. Several organizations were mentioned that could be considered for committee membership: Area Agencies, State agencies, community colleges, Centers for Independent Living, APPDD, and NPDA. An additional suggestion made was to consider different segments of the population receiving care, e.g. aging, developmental disabilities, behavioral health, and dementia/Alzheimer's Disease.
 - c. A meeting schedule was distributed for the full Committee, with the following dates: September 27, 2007; November, 15, 2007; January 17, 2008; March 20, 2008; May 15, 2008. The Committee suggested rotating locations between Phoenix, Tucson, Casa Grande and other locations. Wendy Ketterer volunteered an AIRES facility in Prescott for September.

- d. The work plan requested by the Interagency Council will be put on the agenda for the September meeting, with the proposed sub-committees submitting their work plans at that time.
5. Formation of Sub-Committees
 - a. The names and purpose of three subcommittees proposed at the strategic planning meeting were discussed. Certification was seen as an important component perhaps meriting a separate sub-committee. The following three sub-committees were recommended.
 - i. Standards and Certifications – to determine standards, qualifications, and general guidelines, including competencies and possible requirements such as background checks, and to develop a certification process, including a statewide registry.
 - ii. Teaching and Delivery Methods – to identify and design strategies for implementing the standards developed by the Standards and Certification Subcommittee, including teaching methods and a survey of existing materials.
 - iii. Public Education and Marketing – to increase awareness among consumers, providers, and decision-makers of workforce issues and the value of direct care and direct support professions.
 - b. Committee members present signed up to work on these sub-committees. Several individuals had already submitted their names prior to the meeting. Exact membership of each sub-committee will be determined when the full Direct Care Workforce Committee is constituted. Balanced representation of different providers and regions should be considered.
 - c. The sub-committees were asked to be mindful of current training projects. If new standards and certifications are developed, current training and college credits being awarded may not match those guidelines exactly. However, standards should not be determined based on current practices. Rather, statewide standards for training and certification need to be determined first, and training will be adjusted to meet the standards.
6. Judy Clinco spoke about her efforts to establish a statewide organization that would give voice to employers and employees. The Direct Caregiver Association has received funding from the Direct Care Alliance to set up such a group in Arizona. Offering benefits, such as health insurance for direct care professionals, could be one of the benefits of such an organization. Both employers and employees would be able to become members. Several concerns were raised by other Committee members. Having a direct care worker association could make it easier for unions to identify and contact workers. Further, some direct care workers may be intimidated by formal membership in an association or database, perhaps due to language and literacy issues. Anyone interested in more information should contact Judy Clinco at the Direct Caregiver Association in Tucson.
7. Update on curriculum pilot projects.
 - a. Forty-one individuals attended the train-the-trainer workshops, representing twenty-seven provider/training agencies, one community college, and the Division of Developmental Disabilities. A total of 138 workers have been exposed to the curriculum. Pima Community College has offered two courses with 35 workers completing the class, which covered the Core and the Aging/Physical Disabilities module in their entirety. Four agencies have used the

curriculum in their training, with 103 workers in attendance. However, three of these agencies are using only a few chapters from the *Principles of Caregiving* curriculum along with other training materials.

- b. CJ O'Connor provided a summary of the evaluation of the curriculum projects. Instructors participating in the train-the-trainer workshops provided mainly positive feedback. Some instructors reported that they felt the workshop was taught as if they were caregivers instead of trainers and that the length of time allocated was too long for the Core and the Aging/Physical Disabilities module. More than 85% said that training met or exceeded expectations, and 74% felt very confident to deliver worker training with this curriculum. There was some confusion about the difference between the student and instructor manual. Feedback from worker trainings indicates that 95% felt that training met or exceeded expectations. Some participants thought the student manual should be lengthened. At Pima Community College, participants also felt that the time allocated for the material was too long. An important finding is that several trainers use only a few chapters of the curriculum to supplement their own training.
 - c. Jutta Ulrich briefly described activities planned for the next year (July 07 through June 08) to be implemented through Area Agencies in Maricopa, Pima, and Pinal-Gila counties.
 - i. Courses for direct care staff through Pima Community College.
 - ii. Hybrid (online and in-class) course development through Pima Community College.
 - iii. Expansion of the implementation to the Pinal-Gila region. The Pinal-Gila Center for Senior Citizens will help develop initiatives, focusing on underserved and rural areas.
 - iv. Development of outreach materials to inform providers about the training and plans to develop standards and certifications.
 - v. Training of trainers, with workshops outside of Maricopa County.
 - vi. Continued evaluation of the pilot projects.
 - vii. Conference for providers on recruitment and retention, planned by a workgroup led by Scott Umbreit at the Arizona Training Center.
8. Announcements
- a. Lynn Larson provided a brief update on the Lifespan Respite Program.
 - b. Susan Kilby reported that a listserv for trainers has been established to exchange teaching tips and useful documents and information.
9. The following agenda items were suggested for the next meeting: structure and membership of the committee, updates from the sub-committees, continuing evaluation of the pilot projects, and an update of Arizona HR 2587 to form a committee to study the need for oversight of in-home care.

Prepared by Jutta Ulrich
July 31, 2007

**Core Curriculum and Expansion Committee
Pinal-Gila Council for Senior Citizens, Casa Grande
July 25, 2007**

Attendance

1. Debra Adams	Pima Council on Aging
2. Bob Baxter	Cypress Home Care Solutions
3. Nancy Benhardus	Home Instead, Greenway Rd. – by telephone
4. Judy Clinco	Direct Caregiver Association
5. Gwen Dean	ABIL
6. Cynthia Gafford	Governor's Council on Developmental Disabilities
7. Molly Greiner	DES, Division of Developmental Disabilities
8. Olivia Guerrero	Pinal-Gila Council for Senior Citizens
9. Sherri Jensen	SOREO In Home Support Services
10. Ida Jones	Creative Networks
11. Mary Lynn Kasunic	Area Agency on Aging Region ONE
12. Wendy Ketterer	AIRES
13. Susan Kilby	Foundation for Senior Living
14. Lynn LaBrie	Arizona Western College
15. Lynn Larson	DES, Division of Aging and Adult Services
16. Diane Logan	AIRES
17. Robin Moise	AIRES
18. CJ O'Connor	Area Agency on Aging Region ONE
19. Phil Pangrazio	ABIL
20. Jenna Tretheway	Arizona Senior Housing Institute (ASHI)
21. Jutta Ulrich	DES, Division of Aging and Adult Services